

Internal Revenue Service  
Pre-Solicitation Meeting  
Special Enrollment Examination Program (SEE Program)

The Internal Revenue Service Offices of Professional Responsibility and Procurement will be holding a Pre-Solicitation Meeting for the development and administration of the Special Enrollment Examination.

The Office of Professional Responsibility (OPR) is seeking a vendor to develop and administer the Special Enrollment Examination. This examination is given to persons desiring to become an IRS "Enrolled Agent." A passing candidate can apply to become an enrolled agent, which allows the individual to practice before the Internal Revenue Service. Upon successful completion of a background check the IRS will grant an enrollment card. The OPR seeks to improve the current testing content through psychometric testing techniques and to improve examination administration.

There is no incumbent contractor for this service. This program has been performed with in-house resources.

The purpose of this meeting is to conduct a dialog and exchange of ideas between industry and the IRS in order to facilitate a more effective and efficient procurement for these services. The IRS is seeking input from viable offerors with extensive experience in the development and administration of professional certification examinations on a nationwide level. The meeting will be held on Tuesday, March 22, 2005, in room 2615 at 1111 Constitution Avenue, NW, Washington, DC, at 1:00 p.m. Interested offerors should contact LaShawn Wilkerson at (202) 622-8321 to attend. Please provide the attendee's name, company represented, phone number and e-mail address. Draft versions of the Statement of Objectives and supporting background and reference documentation will be posted to the IRS Procurement website at <http://www.irs.gov/opportunities/procurement> prior to the meeting. Questions may be addressed to April Delancy at: April.C.Delancy@irs.gov.